

Cambusbarron Community Development Trust

(A Company Limited by Guarantee)

Trustees' Annual Report and Financial Statements

For the Year Ended 31st March 2012



Scottish Charity No SC041449

Company No SC381665

Trustees' Annual Report and Financial Statements For the year ended 31st March 2012

A message from the Chair

This year (2011/2012) has been the second year of operation of the Trust. The Trust has made progress and has developed a understanding of the real challenges of building a sustainable body which can support the community for years to come.

Over the last year the Trust has

- Established arrangements for finance of on-going operations. The Trust has committed to maintain public liability insurance which can be called upon by community groups when delivering agreed services and projects.
- Supported the work of the Drama Group which has produced an outdoor event to be held on The Comondry at the top of Old Drove Road on 15th June 2012.
- Progressed two infrastructure projects.
 - Community arrangements for the Parkdyke footpath have been negotiated. Subject to contract it is envisaged that the Trust will take a long term lease of the relevant land commencing in June 2012 and thereby enable resurfacing of the muddy path used by many schoolchildren.
 - Design and Funding applications for public lighting to the Burnside Path. This project which will include a very low energy demand LED lighting is waiting for funding.
- Explored the possibility of land transfer from Stirling Council to the Trust.
 - The Wee Wids, currently in ownership of Stirling Council, require on-going maintenance and improvement to paths too. The Trust has held discussion with the Council with the intention of identifying feasible options for land transfer so that the community can take a more direct interest in the management of this amenity woodland.
- A funding application has been made to support the Cambusbarron Nursery Group, for creation of garden space suitable for very young children, adjacent to the Cambusbarron Community Centre.

The Trust is established to help local organisation deliver projects and services to people within the community. The Trust has the administrative capability and independent leadership which enables organisations to achieve their objectives within the community. The Trust supervises distribution of grant funds, encourages applications for new funds and supports those applications.

The year ahead will see the Trust focus on communication with organisations in the community and on-going work spreading the support of the Trust through an active membership who are representative of the broad community and active leaders who can take responsibility as Directors of the Trust.

The contribution of each Director and active member is acknowledged. All Directors are volunteers and their dedication is a great asset for Cambusbarron. Thank you to all who have contributed this year!

Michael Graham
Chair

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The trustees (who are also the directors of the company for the purposes of company law) have pleasure in presenting their report, together with the financial statements and the independent examiner's report for the year ended 31st March 2012.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	Cambusbarron Community Development Trust	
Charity No	SC041449	
Company No	SC381665	
Principal Address and Registered Office	C/O McGill, 5 Wallace Place Cambusbarron Stirling FK7 0PB	
Website	www.evoice.org.uk/cambusbarroncommunitytrust	
Current Trustees		
Elected	Susan C McGill	Appointed 27/04/2011
	Arline Brisbane	Appointed 27/04/2011
	Ann Finlayson	Appointed 27/04/2011
	Michael Graham	Appointed 27/04/2011
	Andrew R Langman	Appointed 27/08/2012
	Richard W Norman	Appointed 27/04/2011
	Roderick T Ross	Appointed 27/04/2011

Other trustees who served during the year

	Keith Henry	Retired 27/08/2012
	Eddy Bryan	Retired 22/12/2011
	Lesley Campbell	Retired 15/04/2011
	Charles Broadfoot	Retired 15/04/2011
	Brigid Hames	Retired 15/04/2011
	Tom Pollock	Retired 15/04/2011
	Keith Henry	Retired 15/04/2011
Company Secretary	Susan C McGill	
Bankers	Bank of Scotland	PO Box 1000 BX2 1LB
Independent Examiner	Anne Knox FCIE	Cameronian Street, Stirling. FK8 2DX

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

Cambusbarron Community Development Trust is a company limited by guarantee which was incorporated on 8th July 2010 and is governed by its Articles of Association. The company achieved charitable status on 16th July 2010. Each member of the company is required to contribute an amount not exceeding £1 should the company be wound up while he/she is a member, or within one year after he/she ceases to be a member.

Appointment of Trustees

The Board of Directors consists of up to a maximum of twelve Trustees of which four may be co-opted.

Trustees are appointed by election by the membership at the annual general meeting. A third of the total number of trustees must retire (and submit themselves for re-election if they wish) each year.

Eligibility

Elected Trustees must be subscribing members of the Association. The Board of Directors may also co-opt Members to be Trustees who are not required to be subscribing members. In addition the directors may appoint any non-member to the company to be a director on the basis that he/she has been nominated by Cambusbarron Community Council and Save Gillies Hill.

Organisational Structure

The structure of the association consists of:-

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the articles of association; in particular, the members elect people to serve on the Board of Directors and take decisions in relation to changes to the governing document itself.
- (b) the DIRECTORS - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the association; in particular, the Board of Directors is responsible for monitoring the financial position of the association.

The Directors normally meet on a monthly basis to consider the business of the association.

Trustee Induction and Training

When appointed, new trustees are provided with an information pack containing copies of the governing documents, annual report, strategic plan and other supporting papers. Training on specific topics is made available as required.

Risk Management

The trustees regularly review the risks to which the Association is exposed. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The Association has no employees and no office premises.

OBJECTIVES AND ACTIVITIES

Objects

Cambusbarron Community Development Trust has been formed

- To benefit the community of Cambusbarron by improving the environment including the preservation of buildings of architectural, historic and other importance within the Community.
- To advance the education of the Community about its environment including, culture heritage and history.
- To provide facilities for the recreation and other leisure time activity.
- To manage community land and facilities for the benefit of the community and the public in general.
- To advance community development.

Risk Management

The Trustees have considered the major risks faced by Cambusbarron Community Development Trust and regularly review the procedures in place designed to manage these risks. In their opinion, the procedures and systems are sufficient to manage the risks.

ACHIEVEMENTS AND PERFORMANCE

Activities

Activities during the year included:

Cambusbarron Youth Theatre Project

The Cambusbarron Youth Theatre met during 2011 and 2012 on a Friday evening in the community centre from 6:30pm to 8:30pm. It was open to anyone aged between 10 and 16 years of age. The project ceased in July 2012 when the principal organiser moved away from the locality.

Burnside Lighting

The Burnside path is the short path which runs from just past Dunsyre's on Birkhill Road to the Social Club on the Brae. The lighting has been removed which makes the path unusable in the dark. As it is a main link between these areas of the village, the Community Council has asked the Trust to look at how lighting could be installed. The Trust is hoping to raise funds for this and to re-establish the lighting in this area.

The Wee Wids

This is small (approximately 1.5 hectare) area of woodland along the side of Polmaise Road, owned by Stirling Council. Discussions have taken place with the council with a view to the Community Trust taking on some level of management and involvement in the improvement of the woodland. A sub-group has been established and is looking at commissioning a Management Plan for the area, as well as signage and fencing.

Parkdyke Path Project

The Pardyke path is a short stretch of footpath leading from Birkhill road (East of the M9 bridge) to Parkdyke, approximately 200m in length. The final 50m of this path is on grass and frequently becomes muddy and waterlogged. The project is to raise money and surface the path so that it can be used in all weather.

FINANCIAL REVIEW

The total income for this financial period amounted to £3,970. The total expenditure was £1,794. The charity was successful in receiving a grant of £3,940 from Awards for All to assist with Youth Theatre activities.

Cambusbarron Community Development Trust is very grateful to the continued support from individuals, companies and trusts within the local community.

Reserves Policy

Reserves at the period end were £348. The trustees are confident that £500 of reserves is sufficient to continue the running of the charity for the next 12 months. The board is aware that the current level of reserves falls short of the target range but anticipates that the position will change in 2013/14.

FUTURE PLANS

Cambusbarron Community Development Trust intends to be in a position to continue development of its Community Action Plan for Cambusbarron from 2011-2016.

To remove some of the burden of "red tape" it is also proposed that Cambusbarron Community Development Trust will explore the possibility of converting to a Scottish Charitable Incorporated Organisation (SCIO). This new legal form will not affect the way in which the Trust operates but will provide a measure of protection for the trustees as well as a reduction of legislation and paperwork as the Trust will only require to report to one regulator.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent, and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial accounts comply with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the Trustees on 17th December 2012 and signed on their behalf by:-

Richard Norman
Treasurer

Independent Examiner's Report

For the year ended 31st March 2012

Independent Examiner's Report to the Trustees of Cambusbarron Community Development Trust.

I report on the accounts of the charity for the year ended 31st March 2012 which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met,
or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anne Knox FCIE

Norman MacEwan Centre, Cameronian Street, Stirling. FK8 2DX

Date: 17th December 2012

STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

For the period year ended 31st March 2012

	Note	Unrestricted Funds	Restricted funds	Total 2012	Total 2011
Incoming Resources					
From generated funds					
Voluntary income	4	30	3,940	3,970	1,562
Total Incoming Resources		30	3,940	3,970	1,562
Resources Expended					
Cost of Charitable Activities	5	126	1,578	1,704	950
Governance Costs	8	90	-	90	78
Total Resources Expended		216	1,578	1,794	1,028
Reconciliation of funds					
Net Income/Expenditure		-186	2,362	2,176	534
Total funds as at 31/03/2011		534	-	534	-
Total funds as at 31/03/2012		348	2,362	2,710	534

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

The notes on pages 10 to 12 form an integral part of these accounts.

BALANCE SHEET

As at 31st March 2012

	Note	Unrestricted Funds	Restricted funds	Total 2012	Total 2011
Current Assets					
Cash at Bank and in Hand		438	2,962	3,400	534
Current Liabilities					
Creditors (Payable within one year)	7	90	600	690	-
Net Current Assets					
Net assets		348	2,362	2,710	534
Funds of the Charity					
Unrestricted Funds		348	-	348	534
Restricted Funds		-	-	2,362	-
Total Funds		348	2,362	2,710	534

The trustees (who are also the directors of company for the purposes of company law) confirm that for the period ended 31 March 2012:-

the company was entitled to exemption from audit under section 477 of the Companies Act 2006; and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the ACT. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report is on page 7

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 10 to 12 form an integral part of these accounts

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the Trustees on 17th December 2012 and signed on their behalf by

Richard Norman
Treasurer

1. Basis of Preparation

1.1. Basis of accounting

The financial statements have been prepared on the basis of historic cost in accordance with:-

(a) The Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended).

(b) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – Second Edition) and Financial Reporting Standard for Smaller Entities (FRSSE) (Effective April 2008)

(c) The Companies Act 2006

2 Accounting Policies

2.1 Fund Accounting

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. The purposes of the restricted funds are shown in Note 6.

2.2 Incoming Resources

(a) Incoming Resources are recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

(b) Bank interest is recognised when it is credited to the account.

2.3 Expenditures and Liabilities

(a) Expenditure is accounted for and included in the Statement of Financial Activities on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

(c) Governance costs include the costs of the preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

2.4 Assets

Tangible fixed assets are capitalised if they cost more than £1,000 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt. The charity does not currently have any capitalised fixed assets.

2.5 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3. Related Party Transactions

No remuneration was paid to the trustees or any connected parties.

No expenses were paid to the trustees or any connected parties.

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
4. Voluntary Income				
Voluntary Action Fund	-	-	-	1,000
Stirling Council	-	-	-	500
Awards For All	-	3,940	3,940	-
Donations	30	-	30	62
	<u>30</u>	<u>3,940</u>	<u>3,970</u>	<u>1,562</u>
5. Cost of Charitable Activities				
Youth Theatre	-	1,578	1,578	-
Open Day	78	-	78	50
Postage and Stationery	4	-	4	109
Room Hire	34	-	34	95
Subscriptions	10	-	10	-
Telephone and Broadband	-	-	-	17
Community Survey	-	-	-	679
	<u>126</u>	<u>1,578</u>	<u>1,704</u>	<u>950</u>

Notes to the Financial Statements
For the year ended 31st March 2012

6	Movement between Funds	Balance 01/04/11	Incoming Resources	Outgoing Resources	Balance 31/03/12
	Unrestricted Funds				
	General Fund	534	30	216	348
	Restricted Fund				
	Awards For All	-	3,940	1,578	2,362
	Total Funds	<u>534</u>	<u>3,970</u>	<u>1,794</u>	<u>2,710</u>

Purposes of Restricted Funds

Awards for All Grant – Funding for costs of Youth Theatre.

7	Creditors (Payable within one year)	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	Tutor's Fees	-	600	600	-
	Other Creditors	90	-	90	-
		<u>90</u>	<u>600</u>	<u>690</u>	<u>-</u>
8	Governance Costs				
	Independent Examiner's Fee	90	-	90	-
	AGM	-	-	-	78
		<u>90</u>	<u>-</u>	<u>90</u>	<u>78</u>